

THE BOMBAY BURMAH TRADING CORPORATION, LIMITED

ARCHIVAL POLICY FOR WEBSITE (With Effect From 1st December, 2015)

I. BACKGROUND:

Web archiving is the process of preserving documents and information disclosed on website of the Corporation in the archive after the expiry of specified period. The purpose of web archiving is to ensure that all the disclosures, announcements, documents and information are removed from website and moved into archive for future reference.

II. OBJECTIVE OF THE POLICY

The policy has been formulated and adopted in terms of Regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Obligations").

This policy will ensure the archival of the content which are no longer required to be maintained on the website of the Corporation, but which needs to be available to the stakeholders for reference or which is required by law to be publicly available.

III. APPLICABILITY

This policy is applicable to the information/documents which has been disclosed to stock exchanges and published on the website of the Corporation.

IV. RECORDS AND INFORMATION MANAGEMENT

Archiving documents/information on website: All the documents/ information disclosed on the website of the Corporation shall be automatically archived after the expiry of 5 years or any other time as specified by the law.

Access to archived documents: Once the documents/information are archived, the viewers can have access to archived documents from the archival folder on the website of the Corporation www.bbtcl.com

V. AMENDMENT

Any subsequent amendment/modification in the Listing Obligations and/or any other laws in this regard shall automatically apply to this Policy.